



कोलकाता पत्तन न्यास / Kolkata Port Trust

यातायात विभाग / Traffic Department

Subhas Bhavan, 40, Circular Garden Reach Road, Kolkata – 700 043

No. Tfc/S 1873/Import

दिनांक, 6th. May 2011.

CIRCULAR

All Concerned

विषय: Procedure for Removal of Break-bulk Import Cargo from KDS to Off-dock CFS

The following procedure will be followed in respect of removal of import over-dimension and break-bulk cargo from Kolkata Dock System to specified off-dock Container Freight Station (CFS) which is notified as "Customs Area". Such Agencies / Operators as are appointed by the Commissioner of Customs (Port), Kolkata through Public Notice as custodian for movement and handling of over-dimension and break-bulk cargo, will only be allowed to undertake movement of goods to their specified CFS location (Customs Area).

- (i) The Steamer Agent will make an application in quadruplicate to Dy./ Asstt. Commissioner of Customs with acceptance of custodianship by the concerned CFS operator and 'No Objection' form Sectional Supdt. of KoPT. While doing so, the Steamer Agent shall ensure that the CFS Operator is appointed as custodian for movement and handling of over-dimension and break-bulk cargo and also the designated CFS location is duly notified as "Customs Area" by Customs Public Notice.
- (ii) Such application shall be made through a prescribed format (specimen **Form-1B** enclosed) giving relevant details, viz., Name, Rot. No. & VCN of the vessel, L/No., name & address of the Importer, complete description of goods including marks, No. and Gr. Wt. of the packages, date of landing, storage location, name of the CFS Operator, address of the designated CFS etc.
- (iii) The Concerned Agent will forward a copy of the IGM also to the CFS operator for accountal purpose.
- (iv) Removal may be allowed either direct on landing from Ship or from KoPT / licensed area.
- (v) Part removal of a consignment will not be allowed. All packages under a Line No. must be removed, in the case of transfer of custodianship.




- (vi) Either the Agent or the CFS operator will endorse on Form-1B agreeing to pay port charges (wharfage, shore handling, demurrage etc. as applicable) from their deposit account (A/c No. to be mentioned).
- (vii) In case of removal from licensed area, the CFS Operator has to submit hard copy of the letter in original (and NOT through Fax, E-mail etc.) from the Importer authorizing the CFS Operator to take over the custodianship and remove the consignment from port custody. The concerned licensee has also to endorse 'No Objection' on Form-1B before loading of the cargo from licensed area.
- (viii) After permission is obtained from the Asstt. Commissioner of Customs, the distribution of Form-1B will be as under.
 - 1st. copy - For A.C. Customs
 - 2nd. copy - For KoPT
 - 3rd. copy - For CFS operator
 - 4th. copy - To be retained by the Steamer Agent.
- (ix) The CFS Operator will submit Form-1B (duly filled in and endorsed/allowed by the concerned agencies/authorities) to the shed for noting. The shed official will ensure that landing posting is duly entered in the POMS to enable Supdt. of Collection to recover basic port charges.
- (x) The CFS operator will then produce Form-1B along with copies of B/L, Invoice, Packing List etc. to the Supdt. of Collection for assessment and recovery of basic port charge on Form-1B itself after verification of the details of the cargo.
- (xi) Form-1B bearing payment particulars will be produced to the concerned shed for further processing. Bill for Demurrage/Shore handling charges, if applicable, will be generated and has to be paid by the CFS operator/Agent before removal of the cargo.
- (xii) The CFS operator will then submit "Application-cum-Removal Note" in quadruplicate in prescribed format (specimen **Form-2B** enclosed). One copy will be retained by the shed and one copy is for CFS operator. Rest two copies will be sent to the Gate along with the vehicle (s). The Gate Warder will return one copy with his endorsement to the concerned shed. He will hand over the other copy to the CISF personnel at the Gate for checking and egress of the loaded vehicle(s).

- (xiii) In case the loaded vehicle fails to move out of the Gate for any reason and remains overnight inside the docks, the CFS operator will duly inform the shed official in writing that the vehicle will remain overnight at their risk and responsibility and the same will be taken out on the next working day on payment of demurrage and other charges, as applicable.
- (xiv) The Importer/CHA will file Delivery Papers (including B/E) at the Off-dock CFS (Customs Area) for observing necessary Customs/other formalities and final delivery from the CFS. They need NOT come to KoPT for filing commercial/delivery documents or for any further endorsement/payment of charges.
- (xv) In the Remarks column of the Out Turn Report (OTR), KoPT will only mention against the Line No. that the consignment was removed to the (name & address of the designated CFS) on (date).

Enc : Specimen Form-1B & 2B

Copy forwarded to: A.C. Customs (NSD) / A.C. Customs (KPD)


(U. Sinha)
यातायात प्रबन्धक
Traffic Manager

Distribution

ASIC / CCHAA / Balmer Lawrie CFS / CWC CFS / Century Plyboard (I) Ltd. / CONCOR / Nepal Cargo Handling Agents Association / FIEO / CII / EEPC / BNCCI / BCCI

FA & CAO / Supdt. of Collection / Supdt. Dock-I / Dock-II / NSD / Asstt. Supdt. - 2 NSD / 13 & 14 NSD / DK-I (East) / DK-I (West) / 28 KPD / Shed Nos. 1 KPD / 5 & 7 KPD / 6 KPD.

Commdt. CISF.



In Quadruplicate

Letterhead of the

Steamer Agent

APPLICATION FOR TRANSFER OF CUSTODIANSHIP

FORM - 1B

Removal of the cargo from docks to the custody of (name of the CFS Operator) may be allowed with the permission of Customs on payment of Port charges.

To

The Dy. / Asstt. Commissioner of Customs
K.P. Dock / N.S. Dock

Kindly allow M/s (name of the CFS operator) to remove the following consignment from the custody of Kolkata Port Trust to the custody of M/s (name of the CFS operator) at their off-dock CFS (notified as Customs Area) at (address of the CFS) on our behalf in terms of Customs Public Notice No. dt. xx/xx/xxxx . M/s (name of the CFS operator) will be responsible for safe handling, movement, custodianship and final disposal of the goods from their off-dock CFS. The details of the cargo as per IGM are furnished hereunder.

Name of the Vessel:..... Imp. Rot. No. VCN Cargo Location

L/No	Description of Goods	Marks & No. of Package and Gross Wt.	Date of Landing	Name and address of the Importer	Assessment & Payment of Charge
					Supdt. of Collection

Enc: Copies of BL, Invoice, Packing List

Supdt. KPD-I / KPD-II / NSD

Please allow removal of the above mentioned cargo from KPD/NSD to (address of CFS) under P.O. escort as per provision of PN No. dt.

Dy / A.C. Customs - KPD / NSD

[Seal]

We undertake the responsibility of removal from docks and accept the custodianship of the above mentioned goods at our CFS (Customs Area) at (address of CFS) terms of PN No. dt.

Authorised Signatory
[Seal of CFS Operator]

Authorised Signatory

As Agent

[Seal]

In Quadruplicate

Letterhead of the CFS Operator

[Address, Phone, Fax No.]

CFS: [Address, Phone, Fax No.]

APPLICATION-CUM-REMOVAL LOADING NOTE

FORM – 2B

To
The Asstt. Superintendent
K.P.Docks / N.S.Docks
Kolkata Port Trust

Kindly allow us to load and remove the following cargo from Shed No. KPD / NSD to our notified **CFS (Customs Area)** at **(address of the CFS) under P.O. escorting** in terms of Customs **Public Notice No.** **dt. xx/xx/xxxx.** We accept custodianship of the undernoted goods from the date of removal. Necessary Customs permission in **Form-1B**, Importer's letter/ "No Objection" from the concerned Licensee (*strike out, if not applicable*) is enclosed.

Enc: As Stated

Authorised Signatory
[Seal]

Lorry / Vehicle No.	No. of Package	Marks & Gross Weight of the Packages	L/No	Name of the Vessel & Imp. Rot. No.

Received the above noted Cargo

Authorised Signatory
Seal of the
CFS Operator

P.O.
Customs

SF/HSC/ASF
Shed No.

Delivery Clerk
Shed No.

Gate Warder
Gate No.